



Chapel Street Primary School

Governing Body Terms of Reference

Purpose:

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos, and strategic direction
- Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/school and making sure its money is well spent.

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Manchester City Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision making.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

Disqualification – The Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- To advise the Governing Body on Constitutional and Procedural Matters, duties, and powers.
- To convene meetings of the Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Associate Members, the Headteacher

Membership: Twelve Governors as per Instrument of Government. A chair and vice-chair will be elected, and a clerk will be appointed.

Quorum: Half of the number of Governors in post.



Meetings: The board will meet at least four times a year. Minutes of the meetings will be shared with the board and made available to the public.

The Governing Body delegates certain tasks to:

- Finance & Resources Committee
- Quality of Education Committee
- Headteacher Performance Management Committee
- Pay Committee • Hearings Committee (when required)
- Appeals Committee (when required)
- Individual Governors

The following tasks cannot be delegated to a committee or an individual:

- Agreeing constitutional matters.
- Recruiting new members as vacancies arise and appointing new governors.
- Appointing or removing the Chair and Vice Chair.
- Appointing or removing a Clerk to the Governing Body.
- Establishing the committees of the Governing Body and their terms of reference.
- Appointing or removing a Clerk to each committee.
- Suspending a governor.
- Deciding which functions of the Governing Body will be delegated to committees, groups, and individuals.
- Reviewing the delegation arrangements annually.
- Receiving reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- Approving the first formal budget plan of the financial year.
- Approving pupil attainment targets annually.

Headteacher Performance Management Committee – Terms of Reference

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against these targets
- To make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set

Membership: As agreed by the Governing Body

Disqualification: The Headteacher and Staff Governors

Quorum: 2

Policies and compliance: The board will review and ratify statutory policies.



Monitoring: The board will be responsible for:

- Monitoring progress towards targets.
- Performance managing the Headteacher.
- Engaging with stakeholders.
- Contributing to school self-evaluation.
- Setting the budget.
- Monitoring spending against the budget.
- Ensuring value for money is obtained.
- Ensuring risks to the organisation are managed.

Approved by the Governing Body

Next review date: